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From: Sullivan, Eileen M (DPH)
Sent: Tuesday, November 29, 2011 1:40 PM
To: ValdesLupi, Monica (DPH); Bartlett, Cheryl (DPH); Benham, Ron (DPH); Biondolillo, Madeleine (DPH); Botticelli, Michael (DPH); Clark, Mary (DPH); Condon, Suzanne (DPH); Cranston, Kevin (DPH); Delaney, Daniel (DPH); Dyke, Edmund (DPH); Epstein, Andy (DPH); Foltz, Carol (DPH); Golden, Kristin (DPH); Han, Linda (DPH); Levin, Donna (DPH); Manley, Jennifer (DPH); Nally, Jim (ITD); Okeefe, Jerry (DPH); Riley, Stancel (MED); Simpson May, Georgia (DPH); Smith, Lauren (DPH); Wilkinson, Geoff (DPH)
Cc: Jacob, John (DPH); Gonzalez, Maria R. (DPH); Anderson, Darryen (DPH); Chudyk, Keith (DPH); Crimmins, Amelia (MED); De Los Santos, Melissa (DPH); Jose, Maricel (DPH); Kingston, Benjamin (DPH); Marshall, Kyle (DPH); Nash, Rose (DPH); Wallace, Cynthia (DPH)
Subject: Open Meeting Notices - UPDATE

As a follow up to our discussion about changes to the open meeting law, we wanted to make sure you were aware of the following requirement from the AG's office and the HHS Web Services policy. Please make sure the appropriate staff in your bureau are aware of this information.

Eileen

From: Kraft, Peggy (EHS)
Sent: Monday, November 28, 2011 11:33 AM
To: HHSWebService (EHS)
Subject: Open Meeting Notices - UPDATE

Web Liaisons --

The Attorney General's office now requires that open meeting notices are published with the posting date/time for each open meeting notice. The published time is the time HHS Web Services processes your requests so we will automatically add the date and time when we publish open meeting notices. Please keep in mind that we have seen delays in publishing with the new toolset such that, at times, it can take several hours for published content to actually appear on the public site.

To allow time for HHS Web Services to process and the new toolset to publish your open meeting notices, **web liaisons are reminded to submit open meeting notices to HHS Web Services at least 72 hours (3 DAYS) prior to the meeting** to ensure that the notices appear on the public site in time to meet the AG's legal requirement.

Please forward this email to your agency/program staff who submits open meeting notices to ensure everyone is informed of the submission requirements.

Thanks and please let me know if you have any questions.

Peggy

Peggy Kraft
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